

**INFORMATION PAPER**

SUBJECT: Army Conferences

1. Purpose. To provide guidance and information on Army Directive (AD) 2014-01 (Army Conference Policy). For questions, contact the Office of the Staff Judge Advocate (OSJA) at (703) 805-4393.

2. DISCUSSION.

a. Applicability: The conference policy applies to the Active Army, the Reserves, National Guard and those organizations for which the Secretary of the Army is the designated DoD Executive Agent and for which the Army funds their activities.

b. Determination of a Conference: Any meeting, retreat, seminar, symposium or event that involves attendee travel is a conference for purposes of AD 2014-01. Training activities pursuant to 5 CFR § 410.404 are also "conferences," as are regularly scheduled courses of instruction at an off-post hotel or conference center. However, regularly scheduled training courses held at a Government or commercial training facility are not conferences for purposes of AD 2014-01.

c. Types of Conferences: Conferences can be categorized as Army-hosted, Army cosponsored, DoD-hosted or non-DoD-hosted. Each type of event may also qualify as an exemptible conference or a conference with special circumstances. The approval process differs based on category, in accordance with paragraphs 5 (Exemptions) and 6 (Approvals), beginning on page 4 of AD 2014-01. For all events, each requested attendee must be justified as mission-critical.

d. Exemptions: OSD allows certain types of events to be exempted from the conference policy. Army makes a distinction between events that generally are not conferences (and are therefore explicitly exempt from the policy) and those that exhibit sufficient indicia of a conference to require a more thorough review to determine if the event can be exempted or should be processed as a conference.

e. Approval for Conferences: The Army has implemented a tiered structure for approvals based on costs set forth in AD 2014-01. For conferences not exempted, requesters should use the table in paragraph 6b to determine the approval authority. Process and procedures for Army-hosted conferences are in section 2 and for non-DoD conferences in section 3.

f. Reporting: To comply with Office of Management and Budget and OSD guidance, and Public Law 113-6 (Consolidated and Further Continuing Appropriations Act, 2013), the Army is required to report its conference activities. OAA will compile and submit all reports and notifications to comply with these requirements. Reported costs and attendee numbers for Army-hosted conferences must include totals for all DoD sponsored attendees, not just Army personnel. Army-hosted conferences with costs in excess of \$100,000 are publically reportable on the OSD Web site.

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